

Home-Start Kirkcaldy Application Form for Volunteers

Home-Start Kirkcaldy is committed to safe recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Confidential

If you have difficulty completing this form, please ask the Home-Start Co-ordinator for assistance.

| | |
|--|---|
| Name | |
| Address including postcode | |
| If you have been at this address less than five years, please give previous address | |
| Home telephone no: Email address: | Mobile telephone no.: |
| Date of birth: | Place of birth: |
| Emergency Contact name and phone no | |
| <p>REFERENCES: Please give the name and address of two referees that you have known for a minimum of two years (not a relative) include at least one professional reference, (previous employer wherever possible; alternatively, school, college or other professional such as a religious leader or a volunteer supervisor) who may be contacted by Home-Start.</p> <p>Please ask permission prior to submitting referees details and confirm full address.</p> | |
| Referee 1 - time known this person In what capacity? | Referee 2 - time known this person In what capacity? |
| Name: Address: Postcode: Email: Telephone: | Name: Address: Postcode: Email: Telephone: |

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We would like to get a picture of your experience to date, in the first box please give us details of any paid employment, in the second box details of any voluntary or unpaid work and in the third box details of gaps in employment with reasons e.g. career break to look after children or other dependants, travelling, training or education.

Please tell us about any paid employment, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
| | | | | | |
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Please tell us about any voluntary or unpaid work, starting with most recent

| Employer | Job title | From | To | Brief description of duties | Reason for leaving |
|----------|-----------|------|----|-----------------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Please tell us about gaps in your employment history, starting with the most recent

| From | To | Reason |
|------|----|--------|
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| | | |
| | | |

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What are your hobbies and leisure interests?

How did you hear of Home-Start?

Why would you like to become a Home-Start volunteer?

Have you any skills or personal experiences which may be relevant to your work as a volunteer for Home-Start? (e.g. budgeting, cooking, DIY etc)

Is there any other information you would like to add?

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Candidates are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'OFFENCES WHICH MUST ALWAYS BE DISCLOSED' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2105. Candidates are not required to disclose spent convictions for offences included in Schedule B1, 'OFFENCES WHICH ARE TO BE DISCLOSED SUBJECT TO RULES' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

For further information contact Disclosure Scotland at www.disclosurescotland.co.uk/

| | |
|---|--------|
| Name: | |
| Have you had any personal contact with Social Work Services in connection with children in your care? Have any of your children been placed on a child protection register, subject of a supervision order, integrated/common assessment framework | Yes/No |
| Do you consider yourself to have a disability or health condition and if so what adjustments could Home-Start provide to enable you to volunteer? Please provide detail, continue on separate sheet if required. | Yes/No |
| Have you ever been dismissed from any paid or voluntary work? | Yes/No |
| Have you ever been arrested or had contact with the police for any type of criminal offence? | Yes/No |
| Are there any matters outstanding which may lead to a criminal prosecution? | Yes/No |
| <p>If you answer yes to any question please give details:</p> <p>If you do not declare existing or spent cautions or convictions you may not be selected. However, if you declare any of the above it may still be possible to become a volunteer.</p> | |
| I know of no reason why I would be unsuitable to be a Home-Start volunteer. I will report any changes in my circumstances which may affect my role** (child/ren in care/criminal proceedings brought against me etc) | Yes/No |

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- I give permission for Home-Start Kirkcaldy, to carry out a PVG check at enhanced level.
- I understand that I will need to produce ID for identification purposes including address verification.
- I understand that Home-Start may hold information about me in paper records and on their computer, including sensitive information such as age, race, sex and disabilities that they will use for monitoring purposes. I agree to them holding information and understand that it may be shared with Home-Start UK for Quality Assurance purposes.
- I understand that I may ask to see my records at any time.

| | |
|---------------|-------------|
| Signed: _____ | Date: _____ |
|---------------|-------------|

As you will be joining the Protection of Vulnerable Groups scheme detail of any criminal convictions or cautions found will be passed onto to Home-Start Kirkcaldy. Therefore it is important that you highlight any issue we need to be aware of on your application form.

If something is highlighted on your disclosure we will discuss this with you in confidence. Following the meeting a decision will be made whether we can proceed with your application. If you have any concerns please discuss this further with Eleanor Thomson, Senior Co-ordinator.

DATA PROTECTION & RETENTION

Home-Start Kirkcaldy will retain this form during the volunteer application process. Should you be unsuccessful in your application, this form will be shredded. If you are successful, this form will be securely held in your Volunteer File for the period you serve as a Volunteer. In accordance with our Information Governance Policy, after you finish as a Volunteer, your file will be retained for one year **except** if any allegations are made where it will be held until normal retirement age or for 10 years if that is longer. Sufficient data may be retained in order for us to provide a reference.

For Office use only

| | | |
|--|---------------|----------|
| Interview date | | |
| Reference requested | 1 (date) | 2 (date) |
| Reference received | 1 (date) | 2 (date) |
| PVG requested | Date received | No. |
| Prep course completed (date): | | |
| Safeguarding & promoting welfare of children code of conduct signed(date): | | |
| Info given, health & safety, personal safety(date): | | |